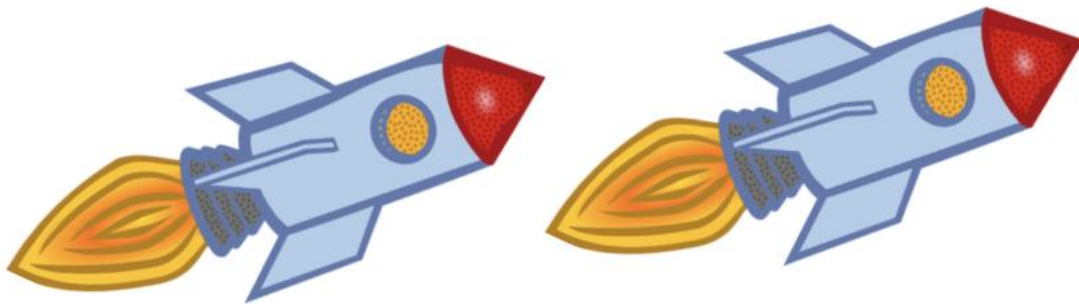


# Centennial Elementary Student Handbook

**2019 - 2020**



**Laying the foundation for learning!**

**School Office  
2637 45th Ave. S.E.  
Olympia, WA 98501  
(360) 596-8300**

**24 hour Attendance Line (360) 596-8303  
Transportation: (360) 596-7700  
[centennial.osd.wednet.edu](http://centennial.osd.wednet.edu)  
FAX: (360) 596-8301**

*At Centennial Elementary School we strive to*

## **Be Respectful**

How you relate to others and the  
school environment

## **Be Responsible**

How you manage yourself

## **Be Safe**

Social, Emotional and Physical Well Being

## **TABLE OF CONTENTS**

Centennial Staff	4
Centennial Elementary Voicemail Phone Numbers	5
Centennial Classroom Locations	6
Arrival/Dismissal Times	7
Daily Schedule	7
Recess Schedule	7
Band Schedule	7
Orchestra Schedule	7
Band & Orchestra	7
Half Day - Early Release	7
Guidelines For Students	8
Kindergarten Entrance Requirements	8
Withdrawal From School	8
Student Late Arrivals & Early Dismissal	8
Attendance & Absences	9
Early Release Wednesday 2019-2020	9
Early Release Dismissal (Grades K-5)	9
Change In After-School Arrangements	9
Change Of Address/Phone Numbers	9
Telephone & Cell Phone Use	9
Breakfast And Lunch Information	10
Lunchroom Expectations	10
Nutrition Policy	10
Basic Guidelines For Food Items	11
Birthdays And Other Celebrations	11
Clothing	11
Parking	11
Student Pick Up And Drop Off	11
Visits To Classrooms	12
Sign-In Required	12
Volunteering At Centennial	12
School Pictures	12
Insurance	12
Field Trips	12
Junior Programs	13
First Aid And Illness	13
Medications	13
Student Records	13
Student Testing	14
Reports To Parents	14
Report Cards	14
Technology	14
Curriculum Framework	15
Homework Policy	15
Emergency Preparation	15
Safety And Emergency Planning	15
Emergency Closure	16
School-Wide Positive Behavior Support	16
School-Wide Expectations: Common Areas	18
School-Wide Expectations: Common Areas	19
Interventions	20
Smoke-Free Schools	20
Weapons And Dangerous Instruments	20
Harassment, All Forms	22
Sexual Harassment	22
Playground Rules	23
Playground Equipment Rules	23

**Equipment From Home** \_\_\_\_\_ 23  
**Bus Rules** \_\_\_\_\_ 24  
**Bus Transportation (360) 596-7700** \_\_\_\_\_ 24  
**Rules For Students Riding School Buses** \_\_\_\_\_ 24  
**Student Council** \_\_\_\_\_ 25  
**Centennial Booster Club** \_\_\_\_\_ 25  
**E-Mail** \_\_\_\_\_ 25  
**Community Flyers** \_\_\_\_\_ 25  
**Ymca Daycare At Centennial** \_\_\_\_\_ 25  
**Dropping Off And Picking Up Guidelines For Parking Lot** \_\_\_\_\_ 25

## **CENTENNIAL STAFF**

Shannon Ritter  
Richard Scott Nye  
Kris Norelius  
Rosalind Olsen  
Ruth Paxton  
Danielle Skultety  
Cindra Dooley  
Laura Hendrix  
Christine Goode  
Cami Anderson  
Lynda Leach  
Melanie Evans  
Elizabeth Martin  
Julie Kapsandy  
Lisa Sorrell  
Bryann Lee-O'Neil  
Amy Olsen  
Olivia Rethwill  
Patty Thies  
Mary Kay Miner  
Lisa Peterson  
Lisa Askew  
Jennifer Knight  
Anita Roedell  
Laura Currie  
Jeff Corrick  
Karen Miller  
Adam Pearce  
Heather Slater  
Olivia Thronson  
Kristin Draper  
Tamara Barnes  
Renee Bottoms  
Elaine Rinker  
Kaitlin Smith  
Malia Butler  
Meghan Hanson  
Amy Arcota  
Barbara Gehlen-Delude  
Amy Arcota  
Sarah Kappart  
Keith Holder  
Josh Terry  
Pam Quinn

Principal  
Assistant Principal (TH & F)  
School Counselor (Mon – Wed)  
Administrative Assistant  
Office Assistant  
Full Day Kindergarten  
Full Day Kindergarten  
Full Day Kindergarten  
Full Day Kindergarten  
First Grade  
First Grade  
First Grade  
First Grade  
Second Grade  
Second Grade  
Second Grade  
Second Grade  
Third Grade  
Third Grade  
Third Grade  
Third Grade  
Third Grade  
Fourth Grade  
Fourth Grade  
Fourth Grade  
Fourth Grade  
Fifth Grade  
Fifth Grade  
Fifth Grade  
Fifth Grade  
Fifth Grade  
Teacher Librarian  
Music (M, T W pm)  
PE (W am, TH, F)  
School Psychologist (M, T, W, F)  
Special Services 1-3 gr  
Special Services K, 4, 5 gr  
DLC Teacher K-1  
DLC Teacher 1 - 4  
DLC - Speech Therapist  
Physical Therapist  
Speech Therapist  
Occupational Therapist  
Registered Nurse  
Band (T/TH)  
Orchestra  
Physical Therapist

## Centennial Elementary Voicemail Phone Numbers

Adam Pearce	596-8395
Amy Olsen	596-8372
Anita Roedell	596-8358
Attendance Line	596-8303
Barb Gehlen-Delude	596-7535
Beth Martin	596-8373
Bryann Lee-O'Neil	596-8375
Cami Anderson	596-8355
Amy Olsen	596-8372
Danielle Skultety	596-8360
Centennial Office	596-8300
Christine Goode	596-8351
Cindra Dooley	596-6671
Elaine Rinker	596-8385
Heather Slater	596-8302
Malia Butler	596-8356
Jeff Corrick	596-8349
Julie Kapsandy	596-8357
Josh Terry	596-7324
Karen Miller	596-8367
Kitchen	596-8307
Kristin Draper	596-8361
Laura Currie	596-8366
Kris Norelius	596-8389
Laura Hendrix	596-8392
Lisa Askew	596-8387
Lisa Peterson	596-8363
Lisa Sorrell	596-8350
Lynda Leach	596-8362
Mary Kay Miner	596-8377
Melanie Evans	596-8386
Olivia Rethwill	596-8391
Olivia Thronson	596-8354
Patty Thies	596-8397
Sarah Kappert	596-8308
Richard Scott Nye	596-7414
Shannon Ritter	596-8305
Tamara Barnes	596-8304
Kaitlin Smith	596-8371

## **Centennial Classroom Locations**

<b>A Pod</b>	<b>A1 Ms Rethwill 3rd grade</b>	<b>A2 Ms. Miner 3rd grade</b>	<b>A3 Mrs. Peterson 3rd grade</b>	<b>A4 Mrs. Thies 3rd grade</b>	<b>A5 Mrs. Olsen 2nd grade</b>	<b>A6 Mrs. Lee O'Neil 2nd grade</b>
<b>B Pod</b>	<b>B1 Mrs. Kapsandy 2nd Grade</b>	<b>B2 Mrs. Sorrell 2nd Grade</b>	<b>B3 Mrs. Leach 1st Grade</b>	<b>B4 Mrs. Anderson 1st Grade</b>	<b>B5 Ms Evans 1st Grade</b>	<b>B6 Mrs. Martin 1st Grade</b>
<b>C Pod</b>	<b>C2 Mrs. Goode Kindergarten</b>	<b>C3 Mrs. Skultety Kindergarten</b>	<b>C4 Mrs. Hendrix Kindergarten</b>	<b>C5 Mrs. Dooley Kindergarten</b>		
<b>Intermediate Building 1st floor</b>	<b>102 Mrs. Thronson Music</b>	<b>103 Mrs. Brock K-3 Support</b>	<b>104 Miss Askew 4th Grade</b>	<b>107 Mrs. Roedell 4th Grade</b>	<b>108 Mrs. Knight 4th Grade</b>	
<b>Intermediate Building 2nd floor</b>	<b>201 Mrs. Currie 5th Grade</b>	<b>202 Mr. Corrick 5th Grade</b>	<b>205 Ms Miller 5th Grade</b>	<b>206 Mr. Pearce 5th Grade</b>		
<b>Resource</b>	<b>101 Mrs. Rinker</b>	<b>102 Mrs. Delude- Gehlen</b>	<b>103 Mrs. Norelius</b>	<b>104 Mrs. Bottoms</b>		
<b>Portables</b>	<b>Portable 2 Mr. Holder Band</b>	<b>Portable 3 Mr. Terry Orchestra</b>	<b>Portable 6 Miss Smith DLC</b>	<b>Portable 7 Ms Butler DLC</b>		

## **Arrival/Dismissal Times**

We have instructed students not to arrive at school before 8:50 a.m. Students should not arrive before this time as adults throughout the school are busy preparing for the day. Students have specific areas as determined by their teacher, where they assemble until their 8:50 a.m. bell, after which they go directly to their classrooms. Students riding buses are asked to arrive at the bus stop no more than 5 minutes before the scheduled bus pick up time.

Also, all students need to be picked up by 3:30 p.m. At that time, adult supervision ends and staff often have meetings or other tasks to which they must attend.

## **Daily Schedule**

8:50	First Bell
8:55	Warning Bell
9:00	Classes Begin
3:22	Dismissal

## **Recess Schedule**

10:45 – 11:00 – 11:30	4/5 RECESS/LUNCH
11:00 – 11:35 - 12:05	K/1 RECESS/LUNCH
11:40 – 12:15 – 12:45	2/3 RECESS/LUNCH

1:00 – 1:15	Primary Recess (K & 1 grades)
1:30 – 2:05	Intermediate Recess (4 & 5 grades)
2:15 – 2:30	Primary Recess (2 & 3 grades)

## **Band Schedule**

1:30 – 2:15	5 <sup>th</sup> GRADE T, TH
-------------	-----------------------------

## **Orchestra Schedule**

1:30-2:05	4 <sup>th</sup> GRADE M ,W , F
1:30-2:15	5 <sup>th</sup> GRADE 2:15 - 3:00 p.m. T, TH

## **Band & Orchestra**

Orchestra is offered during the day for 4th and 5th graders. Band begins in 5th grade. Students attend classes two or three days a week and share their progress through several performances throughout the year. Instruments can be rented through local instrument supply stores.

## **Half Day - Early Release**

9:00 a.m. -12:05 p.m.

10:00-10:15-10:45 recess/lunch 4 & 5 gr

10:35-10:50-11:20 recess/lunch K & 1 gr

11:10-11:25-11:55 recess/lunch 2 & 3



## **Guidelines for Students**

1. Students should arrive at school no earlier than 8:50 a.m. The doors will open at 8:50 a.m.
2. Students are to remain on school grounds at all times.
3. All children who regularly ride buses should have a note to walk home, be picked up after school, ride a different bus, or get off at a different stop.
4. Students are to go straight home after school.
5. Students are to remain after school only at the request of a teacher. Parents will be notified and arrangements made for transportation as needed.
6. Students must have a pass to use the office phone. Only emergency calls will be approved. Use of the classroom phones will be at the discretion of the teacher.
7. Requests for early dismissal must be channeled through the office.
8. Students who are tardy (9:01 a.m.) must check in at the office. Please phone the school by 9:00 a.m. if your child will be late and you need to order hot lunch. **ATTENDANCE PHONE NUMBER IS 596-8303.**

## **Kindergarten Entrance Requirements**

A child may enter kindergarten if she/he is five years of age on or before August 31 of that school year. Proof of age must be presented prior to being enrolled. A birth certificate and immunization record are required. A health examination is also recommended. If a child's birthday is after August 31 and you wish her/him considered for early entry, please contact the school office.

## **Withdrawal from School**

If you move from the district or to another school service area within the district, please notify the secretary a week in advance that you are withdrawing your child. Not only does this aid us in record-keeping, but it also allows us to give you information you will need to enroll your child in the next school.

## **Student Late Arrivals & Early Dismissal**

Please contact the school office (596-8303) prior to 9:00 a.m. if your child will be absent or late to school. If your child will be late, you can also indicate whether she/he will be having hot or cold lunch so that the hot lunch order can be placed. Our voicemail is available 24 hours per day and is an efficient way to inform the office of your child's absence or late arrival at any time. The tardy bell rings at 9:00 a.m. Students who arrive late to school must check in at the school office prior to going to their classrooms. Students will take a LATE ARRIVAL pass to give to their teacher so they know they have checked into the office.

Unless it is medically urgent, we ask that parents not check out their students after 3:00 p.m. At this point, please wait until the end of the day at 3:22 p.m. Parents who wish to take their child from school before dismissal time will be asked to come to the office and sign their child out on our check-out sheet. If the office staff has not yet had the chance to meet you, they will ask for picture I.D. This will enable them to better track to whom they are releasing children. The office staff will then notify the teacher and ask the child to be sent to the office. This will assist in tracking early dismissals and children's whereabouts.

## **Attendance & Absences**

Prompt and regular attendance is necessary for successful school work. Anytime your child is absent from school, parents are required to call the attendance line at 596-8303 to report the reason your child is not in school. The attendance line is a 24 hour voicemail number that you can call at anytime; or send a note to the teacher/office explaining the reason for your child's absence the next day. A student is marked unexcused if they are absent from school, and the office does not receive a phone call or email the day of the absence, OR if there was no written or verbal notification given to the office prior to the absence.

Olympia School District Policies and Procedures Policy 3200 states: When a student reaches 10 or more total unexcused absences during the current school year or 5 unexcused absences in a month, the District is required to file a court petition. Unexcused absences cannot be amended after 72 hours from the date of the absence. When a student reaches 20 or more excused absences during the school year, the District may file a court petition.

## **Early Release Wednesday 2019-2020**

School hours 9:00 a.m. – 2:32 p.m.

## **Early Release Dismissal (Grades K-5)**

Dismissal for all students will be at 12:05 p.m. on conference days.  
The dates are as follows:

Oct. 22-25	Grades K-5 Conferences
Mar. 31- June3	Grades K-5 Conferences

## **Change In After-School Arrangements**

Students who are going home by a means, other than their usual way will need a note. Without a note, all students will be directed to travel home via their normal daily routine. Questions regarding transportation may be answered at school or by the Transportation Office, 596-7700. Please check with Transportation before planning to have several children ride with your child to your house, etc., for an event. Buses are often full and cannot accommodate several unexpected riders.

Requests to get messages to children regarding different arrangements for after school need to be received by 3:00 p.m. to allow time for delivery. We also ask that you limit the number of early dismissals your child takes. Not only is it disruptive to your child's education, but it is also disruptive to the classroom each time a child is called to come down to the office. Your assistance in this matter is appreciated.

## **Change Of Address/Phone Numbers**

We must keep students' emergency cards up to date. Parents should notify the school office of any new or corrected data such as person to contact in an emergency, telephone numbers, address, or doctor. In an emergency, wrong information will impede school personnel in making timely contact with family. Please remember to include cell phone and pager numbers if you have one.

## **Telephone & Cell Phone Use**

The school telephone is extremely busy. Important incoming and outgoing calls have priority. Messages

for children should be limited to emergencies only. All teachers have voicemail available 24 hours per day. It is disruptive to classes when messages to individual students must be transmitted. Students are not allowed to use the school telephone except in emergencies. Arrangements for transportation, visits to friends, etc., must be made before school or after arriving home.

We understand that some parents feel the need for their child to have a cell phone with them. However, while at school, the cell phone must remain in student's backpacks and turned off during school hours.

## **Breakfast And Lunch Information**

School lunches are \$2.85 per day for hot lunch (which includes milk) and 60¢ for milk only. If your child qualifies for reduced lunches, the cost is 40¢ grades 4<sup>th</sup>-5<sup>th</sup> (grades K-3 free). Computerized lunch accounts are provided for each student in Full Day Kindergarten and grades 1 - 5. Students purchasing lunch or milk give their order to their teacher each morning and the amount of lunch or milk only is deducted from the account at lunchtime. Money can be added to lunch accounts at any time. Please send checks to school or cash in an envelope labeled with "lunch money", your child's name, teacher, and the amount enclosed.

When the amount of money in your account is low (\$4.00 or less), an automatic phone service will call your home to let you know that your child's account balance is getting low. Students who have a negative balance will be given a note. Please bring the exact amount, as the kitchen staff will not have change available.

Breakfast is available for students starting at 8:45 A.M. The cost is \$1.80 for those paying full price, and no cost for those who qualify for reduced and free meals.

Occasionally parents wish to join their children for lunch at school. The cost for an adult lunch is \$4.00. Due to the Kitchen Manager serving at lunch, exact change is requested. If you plan to eat lunch at school with your child, please call the school office by 9:00 A.M. so that your order can be placed. Payment is made as you go through the lunch line.

## **Lunchroom Expectations**

- **Be Safe**
  - walk - safe hands - be in your seat - only eat your food - food in lunchroom only
- **Be Respectful**
  - use conversation voice - hands to yourself
- **Be Responsible**
  - order your lunch in class - clean hands - feet on velcro line - keep area clean - return lunch cart to class

## **Nutrition Policy**

"The District recognizes that optimal nutrition is essential for lifelong health and optimal academic performance. This environment includes not only the District Child Nutrition Program but also school vending operations, student stores, fundraising sales, club activities, organizations, and any other foods available on campus before and during the academic day."

The guidelines are very specific in nature and will serve as an excellent guide when considering items you

may want to send to school for your child to share with the entire class. For Kindergarten, this may mean the items for the snack bucket. In other grades, this may be when the class is planning a special event. We would like to encourage all parents to think of nonfood items for celebrations for children's birthdays. This may include a special book for the classroom, sharing a pet, unique pencils, reading a fun story, or any number of activities that would be special for your child.

## **Basic Guidelines For Food Items**

- Shall be under 200 calories per unit.
- Less than 10% of the calories from a combination of trans/saturated fats.
- Nuts - which do not need to fall within the fat guidelines but should have no added saturated fats.  
(Please note that we have numerous peanut allergies in the building and some allergies to tree nuts. Please talk with your child's teacher before sending any items with nuts or nut oils.)
- Yogurt and cheese products need to be made with 2% or lower milk fat.
- Foods that contain minimal nutritional value as defined by the USDA, cannot be dispensed at school during the academic day- this includes items such as popsicles, chewing gum, hard candy, jellies and gums, marshmallow candies, licorice, fondant, spun candy, coated popcorn, cupcakes, cookies etc.

## **Birthdays And Other Celebrations**

If you are interested in helping your child celebrate his/her birthday at school, please note that due to our nutrition policy, food items that do not meet nutritional guidelines will not be allowed. Please talk with your child's teacher about ideas for birthday celebrations.

## **Clothing**

Refer to district dress code

## **Parking**

Please consider not picking your child up after school as congested parking lots and buses make this very difficult. Students being picked up should wait quietly in the front of the school only. No cars are allowed in the bus area by the covered play area.

## **Student Pick Up And Drop Off**

Movement through the front parking lot is one way only. Visitor parking is located behind the double portables. When leaving this parking lot, please exit to the right.

Parents may pick up and drop off students along the sidewalk in front of the building and also in the striped loading/unloading zone. Please pull all the way forward. The center parking area are NOT a pick up/drop off area. Do not park along the sidewalk. If you do not see your child after about 5 minutes, it would be best to exit the sidewalk loop and then re-enter or park in a marked parking space. If you need to leave your vehicle for any reason, please park your car in a marked parking space.

Students should wait against the brick wall until their ride has pulled up along the sidewalk in front of the school. Students and guardians must use the marked crosswalks only. Please wait for the assigned patrol person to flag traffic before you step off the curb. See back cover of handbook for parking lot guidelines and map.

## **Visits to Classrooms**

Classroom visits are encouraged. Please contact your child's teacher to set a time and date.

## **Sign-In Required**

In order to assist our staff in keeping track of all visitors to the school, we require that all visitors please check in at the Volunteer/Visitor kiosk in the office. Please wear your name badge during your visit. Please note if you are in our building when we have an emergency drill or an actual emergency, you will need to report to the "Incident Command" location on the playfield. We need to account for all volunteers and visitors.

## **Volunteering At Centennial**

Volunteers are needed at Centennial. We recognize that parents represent a wealth of experience, talents, and interests. The volunteer program provides one way that these resources can be used for the benefit of our children. Volunteers at Centennial work in many ways:

- Sharing special talents
- Helping children on a one-to-one basis
- Assisting teachers with clerical tasks
- Participating in classroom projects
- Accompanying classes on trips
- Helping with physical fitness testing
- Helping in the library

Some volunteers work at Centennial on a regular basis. Others may help with an individual project or activity. Our volunteer program is limited only by the imagination of our community. If you would like to be a school volunteer, please call the school office (596-8300), or contact your child's teacher. Volunteers will need to complete an online application at <http://osd.wednet.edu/community/volunteer>. If you agree to volunteer, remember to check in at the school office each day so that we know you are here.

## **School Pictures**

Both individual and group pictures are taken during the school year. Individual pictures are taken in the fall and class pictures in the spring. You will be notified prior to the date of pictures. Parents are under no obligation to purchase these items.

## **Insurance**

Student insurance is available. Information is sent home early in the school year.

## **Field Trips**

Special enrichment activities are occasionally planned for students that require leaving school grounds. Permission slips are provided to parents with details of the trip. All children must have a signed permission slip to participate on a field trip. Please make sure any medical concerns are addressed by the

nurse or nurse assistant.

## **Junior Programs**

Olympia School District elementary students in grades 1-5 attend at least one live theater play each school year. Students are taken by school bus to the Washington Center for the Performing Arts. More detailed information will be sent home with students in January.

## **First Aid And Illness**

First aid is administered in cases of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify the parents at once. For this reason, the school requires an emergency number to call when parents are not at home. Please provide our office with regularly updated home and work phone numbers as well as pager and cellular numbers for use in the event of an emergency. Also, please inform the school office of any restrictions or objections regarding first aid or emergency medical treatment for your child. If the parent cannot be reached, the school will send the child to his/her doctor or the hospital when necessary by aid car or ambulance.

## **Medications**

Occasionally, it is essential that your child receive medication during school hours in order to be able to attend school and participate in learning activities. In these special cases, school personnel may supervise the taking of the medication if the medication is accompanied by the Authorization for Administration of Medication at School form, along with both a doctor's or a dentist's signature and a parent signature.

School districts have been advised that this requirement INCLUDES OVER-THE-COUNTER MEDICATIONS (i.e., aspirin, cold tablets, cough drops etc.) AS WELL AS MEDICATIONS PRESCRIBED BY THE DOCTOR/DENTIST. THE MEDICATION MUST BE IN ITS ORIGINAL CONTAINER and must be kept in the nurse's office. All medication brought to school needs to be counted/measured. Please set aside time to do this with the nurse or office staff. Forms are available in the school office or, in most cases, at your doctor's office.

Before arranging to have your child receive medication at school, please check with your doctor to see if it is possible to adjust the timing for administering medication to before and/or after school hours. Children may NOT bring medications to school themselves and self-administer the medicine. All medications must come to the office.

## **Student Records**

The Federal Family Educational Rights and Privacy Act (FERPA) authorizes school districts to identify certain information as "directory information" which may be released publicly unless parent/guardian indicates they do not want such information released.

The Olympia School District's Policy 5125 defines directory information as:

- Student name, address and telephone number (unless unlisted)
- Date and place of birth
- Course/field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members

- Diplomas and awards received
- School attended
- Dates of attendance

The directory information may be used in publications such as student directories, school yearbooks and newspapers, newsletters, etc. Such information will not be released for commercial purposes.

Photographs may occasionally be taken of students for use in the news media or district publications. If you do not want your child to appear in a slide, photograph, videotape, or film presentation, please inform your child’s school in writing.

## **Student Testing**

Standardized tests are administered to students in the spring. Results of test scores will be given to parents as soon as they are received by the school. During the school year, various types of tests are given. Test results are used for placement, evaluation of progress, and to inform instruction.

### ***TEST DATES ARE:***

MAP (Measure of Academic Progress)	Grades 2, 3, 4 and 5	October 2-27 & May 1-30
SBA (Smarter Balance Assessment)	Grades 3, 4 and 5	March 19-June 8

No test for a specific program or psychological test will be administered without parent notification.

## **Reports To Parents**

Parent-Teacher-Student Conferences are scheduled by the schools during the weeks of: October 22 – October 25 and March 31 – April 3. You will receive an invitation to meet with your child’s teacher. This is an important way in which parents, students, and teachers can get to know each other and to work together toward the child’s success. As a means of sharing information, conferences give parents, teachers, and students an opportunity to work together in planning for a child’s successful year.

Conference appointments are not limited to those scheduled by the District. You are encouraged to make an appointment to see your child’s teacher whenever you feel there is a need. If it seems necessary, your child’s teacher may also initiate additional conferences.

## **Report Cards**

Report cards go home with students on the following date: Tentative dates: February 2020 (TBD) and June 16, 2020

## **Technology**

Each classroom with a teacher work station consisting of a laptop computer, document camera, and projector. Teachers have access to a myriad of software programs that are used to enhance instructions. The Pods are equipped with workstations that can be used for assessments (MAP, AR, & STAR) as well as research and word-processing. In addition, Centennial is networked and has access to world-wide resources. Technology - enhanced classrooms is a top priority at Centennial.

## **Curriculum Framework**

The Olympia School District has developed curriculum frameworks which match Common Core State Standards and State Essential Learnings. Frameworks are a systematic approach to student learning which is articulated from elementary to middle to high school. Specific learning targets are identified for all learnings at each grade level. Teachers review curriculum and frameworks during curriculum night. For further information, please contact your child's teacher.

## **Homework Policy**

General guidelines for homework have been developed for each grade level at Centennial. Teachers review these guidelines at Curriculum Night, but as a reminder, these guidelines provide general expectations for our students:

- **Kindergarten:** Read or be read to at least 10 minutes every day!
- **1st Grade:** 20 minutes of homework at least 4 days per week with at least 10 minutes of that time for reading. Time read at home should be recorded by parents/child on the monthly reading calendar or journal.
- **2nd Grade:** 20 minutes of homework (most often all reading time), on average, per evening. Students will need to read at least 100 minutes every seven days with additional homework, on occasion, in areas such as spelling, math facts, and other subjects as needed. A form will be provided to record minutes to read.
- **3rd Grade:** 40 minutes of homework, on average, Monday-Thursday. At least 20 minutes of that time should be spent reading. Minutes read and homework is tracked on either student planners or calendars.
- **4th Grade:** 40 minutes of homework, on average, per evening. At least 20 minutes of that time should be spent in reading. Minutes read and homework is tracked either in the student planner or calendars.
- **5th Grade:** At least 100 minutes of reading time should be completed each week. In addition, about 30 minutes of homework time will be needed each evening, Monday-Thursday, for work in other subject areas. Students track homework and reading time in student planners, on reading calendars, and on checklists.

## **Emergency Preparation**

Centennial has a school-wide emergency plan to be followed in the event of an emergency such as a major earthquake. Complete information, regarding preparations, plans and guidelines are available in the school office.

## **Safety And Emergency Planning**

Please read the following and be familiar with school practices in regard to safety and emergencies. Note that it is our goal to make sure children and staff know how to keep themselves safe at all times.

There are three types of drills that are performed at school. These include drills for fire, earthquake, and any need that arises for which we would need to perform a 'lock down' (this might be in response to an intruder). Drills can sometimes be scary for children, but we must remember that our goal is to make everyone's reactions in an emergency come automatically (which practice provides). Children will feel safer and more empowered if they know how to react when an emergency or unsafe act occurs (the same applies to situations such as interacting with strangers, etc.). It is not knowing what to do when an



emergency occurs that can cause out-of-control fear. Our drill practices include:

- **Fire Drill:** In a fire drill, children practice evacuating the building by the nearest exit, walking out away from the building, and going to the field. It is there that teachers will take attendance and make sure everyone is accounted for.
- **Earthquake Drill:** In an earthquake drill, children practice drop and cover techniques, staying in that safe spot until an adult gives further directions, then evacuating to the field.
- **Lock Down Drill:** In a lockdown drill, children will practice going to safe spots in the classroom (blind spots) and staying quiet. Teachers first account for each student, then lock doors, and pull the blinds.
- **Shelter in Place Drill:** In a shelter in place drill, children will remain inside the building while staff members “seal the classroom” and take steps to prevent outside contaminated air from coming in.

Talk with your child about these drills, especially focusing on your ‘home plans’ for fires and earthquakes! It is important for children to know what to do at home in an emergency as well as at school. In addition, there are many security procedures we follow at Centennial. Please make sure you are familiar with them.

- **Locked Doors:** Please note that only our front doors are unlocked during the school day. This allows us to monitor those individuals entering the building.
- **Adult Sign-in:** All adults must sign in and put on a volunteer badges before working in the building. This helps us to ensure that everyone who is in the building should be!
- **Student Pick-up:** Students may be picked up during the day only by their parent/guardian or someone listed on the registration card or emergency slip as having permission to pick up your child. Adults unknown to the office staff will be asked to present their I.D.
- **Student Information:** Student information is confidential and will not be given to callers who present themselves as needing the information for whatever reason.

## **Emergency Closure**

On rare occasions, school may be closed before the regular dismissal time because of a power failure, extreme weather conditions or some other event that may force school closure. Parents should listen to local radio stations, or call the school if there are any questions. This could also occur if worsening road conditions were such that waiting until the end of the school day would result in hazardous transportation. Please be sure that your Emergency Release Form has been turned in to the school office and that your child knows what to do in case of an early dismissal.

During inclement weather, you are encouraged to listen to one of the following radio stations: KGY (1240), KGY FM (96.9), KMAS (1030), KXXO (MIX) (96.1FM), or KAYOS (89.3 FM).

## **School-Wide Positive Behavior Support**

School-Wide Positive Behavior Intervention and Support (PBIS) continue to be a focus at Centennial Elementary School and will be implemented in all Olympia School District Elementary Schools. The goal

is to create a positive learning environment where students are fully engaged in a safe learning environment and become successful self-managers.

Our three school wide expectations, which are taught and reinforced by all staff members, are:

- Be Respectful – How you relate to others and the school environment
- Be Responsible – How you manage yourself
- Be Safe – Social, Emotional and Physical Well Being

Staff will use a variety of positive reinforcements for positive behavior observed with the goal of 5 positive interactions for every redirect. In addition, intervention strategies will be used to help a student change a behavior. In the event the intervention strategies fail, an office referral will be completed by the staff member and sent to the administration. Progressive discipline will be used with the goal of the least amount of instructional time lost while supporting all students socially and emotionally.

We are committed to establishing an educational environment that allows students the opportunity to reach their greatest potential. Our goal is to help students become responsible and independent citizens who can recognize choices, think about consequences and base their words and actions on that information. We want our students to develop the skills that will allow them to positively direct their lives.

## School-Wide Expectations: Common Areas

<i>Star Expectations</i>	<i>All Settings</i>	<i>Pods</i>	<i>Hallways /Walkways</i>	<i>Restroom</i>	<i>Lunchroom</i>
<b>Be Respectful</b>	<p>Follow staff directions</p> <p>Use kind words</p> <p>Take pride in school environment</p>	<p>Use level 1 voices</p> <p>Leave area neat and clean</p> <p>Leave computers on school settings</p> <p>Honor privacy</p>	<p>Walk silently, level 0 voice</p> <p>Admire posters and artwork with your eyes only</p>	<p>Keep restroom clean</p> <p>Wait your turn</p> <p>Honor privacy</p> <p>Level 0 voice</p>	<p>Use level 2 voices: 0 voice when lights go out</p> <p>Follow adult directions</p> <p>Use good manners</p>
<b>Be Responsible</b>	<p>Stay in designated areas</p> <p>Report problems to adults</p> <p>Take ownership for your actions</p>	<p>Log on/ off computers</p> <p>Use computers for school work only</p> <p>Place headphones behind monitor</p> <p>No food or drink</p> <p>Remain in your seat</p>	<p>Go directly where you need to go</p>	<p>Report problems to an adult</p> <p>Flush toilet after use</p> <p>Place used paper towels in garbage</p>	<p>Feet on Velcro line</p> <p>Keep your area clean</p> <p>Recycle and compost</p> <p>Order your lunch in class</p> <p>Return lunch cart to classroom after lunch</p>
<b>Be Safe</b>	<p>Stay in designated areas</p> <p>Keep hands, feet &amp; objects to self</p>	<p>Walk with safe hands and feet</p> <p>Carefully, quietly push in chairs when done</p>	<p>Walk facing forward in two lines</p> <p>Stay to the right</p>	<p>Wash hands with soap and water</p> <p>Keep water in the sink</p>	<p>Walk with safe hands and feet</p> <p>Stay seated</p> <p>Eat only your food</p>

## School-Wide Expectations: Common Areas

<i>Star Expectations</i>	<i>Playground</i>	<i>Assembly</i>	<i>Library</i>	<i>Bus / Pick up Area</i>
<b>Be Respectful</b>	<p>Share and take turns</p> <p>Practice good sportsmanship</p> <p>Follow directions from adults</p> <p>Include all that want to play</p>	<p>Actively listen to the speaker</p> <p>Clap and participate when appropriate</p> <p>Celebrate each other's success</p>	<p>Observe and follow appropriate voice levels</p> <p>Return books on time</p> <p>Leave area neat and clean</p>	<p>Use level 2 voice</p> <p>Follow adult Wait patiently</p>
<b>Be Responsible</b>	<p>Use and return equipment correctly</p> <p>Stay in designated areas</p> <p>Report problems to adults</p>	<p>Sit quietly in your personal space</p>	<p>Take care of library materials</p> <p>Use computers for school work only</p> <p>Keep library books off the playground</p>	<p>Arrive at the pick-up area on time</p> <p>Pick up bus passes in the office</p>
<b>Be Safe</b>	<p>Safe hands and feet</p> <p>Use and return equipment correctly</p> <p>Use kind words</p>	<p>Walk with safe hands and feet</p> <p>Enter and exit in a safe, orderly manner</p>	<p>Walk with safe hands and feet</p> <p>Stay in the library if that is your recess choice</p> <p>Push in chairs when done</p>	<p>Walk in a line with an adult</p> <p>Walk with safe hands and feet</p> <p>Pay attention to cars and people</p>

## **Interventions**

It is our intent to allow each staff member a certain degree of flexibility and judgment in the handling of most misbehavior. There are often circumstances where students must be given different consideration. Therefore, the possible corrective action taken would depend on the following criteria:

- the intent of the act
- the age of the child
- the number of times the violation or similar infractions have previously occurred
- previous corrective actions taken which would include alternative steps to alleviate the problem
- prior parental involvement

In addition to positive support, a variety of strategies will be used by staff to help a student change behavior. When the intervention strategies do not result in successful changes, an office referral will be completed by the staff member and sent to the administration team. Progressive discipline including loss of recess, in-school suspension, out-of-school suspension and police intervention for assault will be followed. The goal will be to support all students academically, socially and emotionally. Every family should now have a complete copy of the district Student Rights and Responsibilities. Please contact our office if you need another copy.

***Fighting is not allowed at any time. Fighting will result in a suspension. Depending on the seriousness of the fight, the circumstances, and the number of prior infractions, etc., will determine the type and length of suspension.***

Suspensions may include:

- loss of recess
- in-school suspension
- out-of-school suspension
- police intervention for assault

All forms of fighting, including “play-fighting,” fall under these guidelines.

## **Smoke-Free Schools**

Centennial school has adopted a policy of a smoke-free environment for all. Smoking, possession or use of tobacco products, and/or possessing advertising including wearing clothing that advertises tobacco products on school property, school events, or in vehicles by students or adults is not allowed. Violation of this policy will result in discipline up to and including suspension.

## **Weapons And Dangerous Instruments**

***It is a violation of District policy and state law for any person to carry a firearm or dangerous weapon on school premises, School District property, or on School District provided or approved transportation, or areas of other facilities being used exclusively for school-sponsored activities. Additionally, a student shall not possess, handle or transmit any object that can reasonably be considered a weapon:***

- on the school grounds during, immediately before, or immediately after school hours.
- on school grounds at any other time when the school is being used by a school group.
- off the school grounds at any school activities, function or event, or while in route between home

and school.

- on any form of school or School District provided or approved transportation.

Students who possess a weapon or who carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others, shall be subject to immediate suspension or expulsion subject to the judgment of school officials as provided in: Definitions and Methods of Student Control-Suspension-Authority of Disciplinarians and Hearing Officers.

- “Possession” includes, but is not limited to, having a weapon on District property or at a District-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student’s person or property (such as on the student body, in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student’s control or accessible or available, such as hidden by the student.
- A weapon includes, but is not limited to; (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an airgun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or airguns; or (c) a slingshot, sand club, chains or metal knuckles; or (d) devices commonly called “throwing stars”, or any knife which is a cutting or stabbing instrument with a blade set in a handle; or (e) a dirk, which is a type of dagger; or (f) any device commonly known as “nun-chukka” sticks.
- This rule does not apply to normal school supplies like pencils or compasses (when being used in the proper manner) but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the student at school. In addition, students may not bring laser pointers to school, nor be in possession of laser pointers at school. They may use laser pointers only under the direct supervision of staff. Violations of this policy shall result in notification of parents/legal guardians and law enforcement.
- Students who are in possession of firearms on school district property, at school-sponsored activities, in a school/district vehicle, or other district-approved transportation, shall be expelled for not less than one calendar year.

The Superintendent may modify the expulsion of a student on a case-by-case basis.

***If any student has information of a gun on school property and wishes to remain anonymous, please call the Gun Hotline #1-800-862-4867.***

Elementary children are taught that rocks and sticks can be used as weapons and that this is not allowed. Please note that weapon look alike, i.e., toy guns, used to threaten or intimidate will be treated as weapons. In addition, never let your child bring ANY ITEM to school, which could be used as a weapon. This includes items such as explosives, knives (including pocket knives and scout knives, firearms, look-alike firearms including water pistols or toy guns, etc.). These items are considered dangerous and especially so when in the hands of children. Should you have any questions about safety procedures, please don’t hesitate to call the school.

## **Harassment, All Forms**

Students involved in District activities are expected to exhibit respectful behavior and conduct toward each other. Any and all forms of harassment are prohibited and will not be tolerated.

Harassment is defined as any intentional written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act: Physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Harassment is further defined within District Policy 3207, "Harassment, Intimidation and Bullying".

Any student who believes that he or she had been harassed is encouraged to take the complaint to an administrator or counselor pursuant to the procedures that accompany District Policy No. 3207. Concerns and/or complaints will be investigated as quickly as possible. Every effort will be made to preserve confidentiality and protect the student's privacy to the extent the investigation process allows.

## **Sexual Harassment**

Any form of sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment is defined as unwelcome conduct, either verbal or physical, that is directed toward a student because of a student's sex. Prohibited sexual harassment occurs when:

Submission to, or rejection of, sexual demands is the basis of an academic or other school-related decision affecting the student; or Unwelcome sexual or other gender-based conduct interferes with a student's performance or creates an intimidating, hostile or offensive school environment.

Specific examples of behaviors that may constitute sexual harassment are listed below:

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature;
- Repeated, offensive and unwelcome insults and/or jokes that are sexual in nature;
- Repeated, unwelcome comments of a sexual nature about an individual's body or clothing;
- Deliberate and unwelcome touching, such as patting, pinching, hugging or brushing against an individual's body;
- Unwelcome and offensive displays of sexually suggestive objects or pictures;
- Pressure for dates or sex, if unwelcome and repeated.

Any student who believes that he or she has been sexually harassed is encouraged to take the complaint to an administrator or counselor. Complaints will be investigated as quickly as possible. Every effort will be made to preserve confidentiality and protect the student's privacy to the extent the investigation process allows. District Policy No. 6590 provides additional information on sexual harassment.

## **Playground Rules**

### ***Students Will:***

1. play safely on the playground
2. show respect for others and follow directions given by staff
3. use equipment properly
4. play in designated areas only
5. use appropriate language
6. keep hands and feet to self
7. not “play fight” or fight
8. not interrupt other students’ games
9. follow safety rules - throw only playground balls
10. use gym restroom at recess
11. not chew gum, candy or other food items on the playground
12. walk on blacktop areas - run only on field
13. get permission from an adult to leave the play area
14. not perform gymnastic stunts at any time (i.e., cartwheels, handstands, round offs, etc.)

## **Playground Equipment Rules**

### ***WALK BY ALL EQUIPMENT***

### ***DO NOT STAND ON ANY OF THE BARS***

- Horizontal ladders: One direction at a time
- Slides: One at a time, seated, feet first
- Platforms: Limit - 6 children at one time
- Turning bars: Limit - 4 children at one time
- Spica: Limit - 2 children - No Pushing
- Climbing Wall: Hands only on top of wall
- Platforms: No jumping off of platforms
- Swings:
  - Stay behind framework of swing
  - Stand quietly: No pushing
  - No rock throwing
  - Wait until all swingers are off before getting on swings
  - No standing - stay in a sitting position
  - No leaning back
  - No twisting
  - Do not jump off of swings
  - Do not run in front of or behind those swinging

## **Equipment From Home**

Students must leave all personal toys and equipment at home. Sufficient equipment is provided by the school.

- E-Reader/Kindle-Guidelines: Students may bring them to school under the following conditions:
  1. They must read school appropriate materials. Reading inappropriate materials will be dealt with on a case-by-case basis.
  2. Teachers will determine when students may use their E-Readers.



3. E-Readers may only be used in the classroom or library.
  4. E-Readers must be clearly labeled with the owner's identifying information (Full Name and Grade)
  5. No games. No sharing.
- iPods and MP3 Players Guidelines: Students may bring them to school under the following conditions:
    1. iPods may only be used during Recess Running Club on the track.
    2. iPods must be secured in backpacks at all other times during the school day.

***Olympia School District and Centennial Elementary School will not be responsible for lost, stolen, or damaged E-Readers, I-Pods or M3 Players.***

## **Bus Rules**

***PLEASE REVIEW THESE BUS RULES REGULARLY WITH YOUR STUDENT.***

- STAY SEATED
- KEEP HANDS AND FEET TO YOURSELF USE
- A QUIET VOICE
- USE APPROPRIATE LANGUAGE
- REMEMBER THAT THE BUS DRIVER IS IN CHARGE

## **Bus Transportation (360) 596-7700**

Bus riding is a privilege extended by the Olympia School District to those students meeting the eligibility requirements prescribed by the District.

## **Rules for Students Riding School Buses**

1. Students shall ride in their regular assigned seats, if seats are assigned either by school authorities or the bus driver. At no time shall the student extend any portion of the body out the window or throw any objects out of, into, or at the bus.
2. Unless by permission of school authorities, no student shall be permitted to leave the bus except at his or her regular stop. Students must obtain a "bus slip" from the school office if a change in routine is to occur. A note from parents is required for issuing a bus slip. Put student's names, route # and address where they are going on the note. Permission will be given on a space available basis only for a student to ride a bus other than his/her regular route.
3. Students will refrain from using vulgar or obscene language or gestures. Ordinary conversation and classroom conduct must be observed.
4. Students are to remain seated at all times while the bus is in motion. When boarding and leaving the bus, students must do so in an orderly manner.
5. Each student must see that his/her books and personal belongings are kept out of the aisles.
6. Special permission must be granted by school authorities to transport large items or items that may cause injury to other passengers.
7. Students are to assist in keeping the bus clean by placing their waste paper and trash in the proper receptacle. Eating is not allowed, except when authorized and supervised by an accompanying staff member.
8. When immediate disciplinary action is necessary, the driver will stop the bus.
9. From time to time, serious cases of misconduct may create unsafe conditions, which could result in temporary suspension. At such times, transportation will become the responsibility of the parent.

## **Student Council**

An active Student Council meets monthly with Mrs. Ritter throughout the school year. Fourth and fifth grade classrooms have two representatives each on the Student Council. Elected officers are selected by the student representative.

## **Centennial Booster Club**

The Centennial Booster Club provides support to the school and its programs. Parents who are interested in working with children or who wish to become involved in activities which support the school programs are encouraged to join our Booster Club. Membership is open to parents, teachers, and all interested community members. For further information, contact our president.

President	Geoff Pohl
Vice President	Erinn Zeitlin
Secretary	Kelly Hallett
Co-Treasurers	Marcea Basham
Volunteer Coordinator	Kaitlin Bents
Communication	Brandi Sorem
Historian	Robin Bailey

## **E-Mail**

All teachers and support staff have email accounts. They can be reached via the Centennial Home Page. ([centennial.osd.wednet.edu](http://centennial.osd.wednet.edu)) Click on "staff", then select the teacher or staff member's name.

## **Community Flyers**

Olympia School District will no longer be distributing hard copies of community flyers to all students at the Elementary School level. Instead OSD will post flyers electronically to the School District website. A few hard copies will be available in the main office for students and families without internet access. Families can access flyers on the district website at [osd.wednet.edu/community\\_events\\_activities](http://osd.wednet.edu/community_events_activities).

**Facility Use (For after-school use of the building) (360) 596-8560**

## **YMCA Daycare At Centennial**

The Olympia YMCA offers a child care program at Centennial School. It is designed to offer a quality program of enriching activities for students in grades K through 5. The program runs from 7:00 a.m. until school starts. It then begins again after school until 6:00 p.m. Child care for early dismissal days is included. For further information on costs and registration details, call the Olympia YMCA at 357-6609 or stop by the YMCA at 510 South Franklin Street. This program is independent from the Olympia School District.

## **Dropping Off And Picking Up Guidelines for Parking Lot**

- Student Loading Zone is along the front sidewalk only. Please do not load in the waiting

zone, merge lane, or along the center planter in the parking lot.

- Students are instructed to wait against the brick wall until they are directed to your car in the pick-up area (when the car is one of the first 4-5 cars in line.)
- Please do not park your car along the sidewalk. If you need to leave your vehicle for any reason, please park your car in a marked space.
- If you do not see your child after about 5 minutes, it would be best to exit the sidewalk loop and then re-enter or park in a marked space.
- Movement through the parking lot is one-way only. Those leaving the Parent/Visitor Lot behind Portables 6 & 7 please exit to the right.
- Students as well as their guardians must use only the marked crosswalks. Please do not walk out into the lot to get to your vehicle if it is across the street. Wait for the assigned patrol person to flag traffic before you step off the curb.

